



**Vanguard®**

# Your Personal Financial Inventory

For documenting your family's important financial information

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Use this document to record your family's important financial information. Store it in a safe place, and be sure to tell your executor or personal representative where to find it. Please note that this document is for your own personal use and should not be returned to Vanguard.

Revised: \_\_ / \_\_ / \_\_\_\_

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# I. Assets

## Bank and credit union accounts

Bank name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

Bank name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

Bank name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

Bank name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

Bank name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

Bank name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

## Investment accounts

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Other pertinent information

## Retirement accounts

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Primary beneficiary
Secondary beneficiary

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Primary beneficiary
Secondary beneficiary

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Primary beneficiary
Secondary beneficiary

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Primary beneficiary
Secondary beneficiary

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Primary beneficiary
Secondary beneficiary

Company name
Account owner
Account number
Contact person
Phone <i>area code, number</i>
Website
Primary beneficiary
Secondary beneficiary

## Education accounts

Company name
Account type
Account number
Contact person
Phone <i>area code, number</i>
Website
Beneficiary

Company name
Account type
Account number
Contact person
Phone <i>area code, number</i>
Website
Beneficiary

Company name
Account type
Account number
Contact person
Phone <i>area code, number</i>
Website
Beneficiary

Company name
Account type
Account number
Contact person
Phone <i>area code, number</i>
Website
Beneficiary

Company name
Account type
Account number
Contact person
Phone <i>area code, number</i>
Website
Beneficiary

Company name
Account type
Account number
Contact person
Phone <i>area code, number</i>
Website
Beneficiary

**Tangible property**

(Collectibles, stock and bond certificates, real estate, automobiles, etc.)

Type of asset
---------------

Location and other important information

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Type of asset
---------------

Location and other important information

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Type of asset
---------------

Location and other important information

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Type of asset
---------------

Location and other important information

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Type of asset
---------------

Location and other important information

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## II. Liabilities

### Mortgages and home equity loans

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms



### Motor vehicle loans

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms

### Personal loans

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms

Lender name
Loan number
Contact person
Phone <i>area code, number</i>
Website
Terms

## Credit cards

Company name
Account owner
Account number
Phone <i>area code, number</i>
Website
Other pertinent information

Company name
Account owner
Account number
Phone <i>area code, number</i>
Website
Other pertinent information

Company name
Account owner
Account number
Phone <i>area code, number</i>
Website
Other pertinent information

Company name
Account owner
Account number
Phone <i>area code, number</i>
Website
Other pertinent information

Company name
Account owner
Account number
Phone <i>area code, number</i>
Website
Other pertinent information

Company name
Account owner
Account number
Phone <i>area code, number</i>
Website
Other pertinent information

### III. Insurance

#### Life insurance policies

Insurance company
Policy number
Owner
Insured
Primary beneficiary
Secondary beneficiary
Contact person
Phone <i>area code, number</i>
Website
Death benefit
Policy type

Insurance company
Policy number
Owner
Insured
Primary beneficiary
Secondary beneficiary
Contact person
Phone <i>area code, number</i>
Website
Death benefit
Policy type

Insurance company
Policy number
Owner
Insured
Primary beneficiary
Secondary beneficiary
Contact person
Phone <i>area code, number</i>
Website
Death benefit
Policy type

Insurance company
Policy number
Owner
Insured
Primary beneficiary
Secondary beneficiary
Contact person
Phone <i>area code, number</i>
Website
Death benefit
Policy type

## Health insurance policies

Health	Policyholder	Policy number	Company
Phone <i>area code, number</i>		Website	

Dental	Policyholder	Policy number	Company
Phone <i>area code, number</i>		Website	

Vision	Policyholder	Policy number	Company
Phone <i>area code, number</i>		Website	

Long-term care	Policyholder	Policy number	Company
Phone <i>area code, number</i>		Website	

Medicare	Policyholder	Policy number	Company
Phone <i>area code, number</i>		Website	

Supplementary	Policyholder	Policy number	Company
Phone <i>area code, number</i>		Website	

Prescription drug	Policyholder	Policy number	Company
Phone <i>area code, number</i>		Website	

## Motor vehicle insurance policies

Insurance company
Policy number
Contact person
Phone <i>area code, number</i>
Website
Insured vehicle(s) make/model or description

Insurance company
Policy number
Contact person
Phone <i>area code, number</i>
Website
Insured vehicle(s) make/model or description

### Homeowners insurance policies

Insurance company
Policy number
Contact person
Phone <i>area code, number</i>
Website
Insured property

Insurance company
Policy number
Contact person
Phone <i>area code, number</i>
Website
Insured property

## IV. Other information

### Locations of important documents

Adoption papers
Birth certificates
Burial instructions
Cemetery deed
Divorce papers
Employee benefits
Loan documents
Marriage certificate
Military discharge papers
Passport
Prenuptial agreement
Real estate titles and deeds
Rental property leases
Safe combination
Safe-deposit box and keys

Social Security records
Tax returns
Title insurance
Miscellaneous

**Estate planning documents**

Wills
Trust agreements
Power of attorney
Living will
Financial records

**Insurance policies**

Home
Auto
Life

## Contact list

Accountant name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Attorney name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Employer name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Executor name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Insurance agent name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Investment manager name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Primary physician name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Trustee name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Power of attorney name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Health care proxy name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail



## Other contacts

Name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

Name <i>first, middle, last</i>	
Street	
City, state, zip	Phone
Fax	E-mail

## Funeral arrangements

Funeral home	
Street	
City, state, zip	
Phone	Contact person
Fax	E-mail
Special requests/instructions	



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